Civilian Education System (CES) Ft. Belvoir Campus Travel/Funding Information

General Travel Guidance

Students are authorized full per diem for meals & incidents. Lodging at Fort Belvoir is $66.00 per night. Rooms have been blocked for this class and travelers should contact Knadle Hall (703-704-8600) to confirm their reservation. OCONUS travelers are authorized to arrive/check-in on Saturday before the class starts so that they can adjust to the time difference, and CONUS travelers are authorized to arrive/check-in on Sunday.

You are authorized reimbursement of your travel expenses from your duty station to Fort Belvoir, VA and return. If you are located less than 350 miles from Fort Belvoir, you will be reimbursed for your mileage to/from Fort Belvoir. If your duty station is more than 350 miles away, the authorized mode of transportation is air travel. Your travel expense will include POV mileage or commercial transportation (taxi or shuttle) to and from the airports, and reimbursement of a City Pairs Government Contracted roundtrip airfare. If you choose to drive (from more than 350 miles away), your mileage reimbursement is limited to constructive cost of common carrier transportation and per diem limited to the travel time of the common carrier. All commercial travel arrangements must be made in DTS or by using your local Contracted Travel Office.

Expenses NOT AUTHORIZED under AMSC funds include: Rental car, excess baggage fees (for more than 2 bags NTE 50lbs each), baggage handler tips, long-term airport parking, phone calls, Internet connection fees, and in/around mileage or transportation at the TDY site. Your duty station may cite their funds to cover any expenses AMSC does not authorize. If claiming laundry or dry cleaning, receipts are required even if it is under $75.00 total.

Funding

Most permanent Department of the Army civilians and Local National employees are centrally funded. Military members, term and temporary, and non-department of the Army employees are funded through their own organizations.

Defense Travel System (DTS) Travel Authorization/Orders
If you are using DTS or have the capability to use the DTS, follow the instructions below:

CREATE your authorization in DTS without the line of accounting (LOA). You can create your authorization up to **three weeks prior** to the course start date.
Make sure you have included –

- Price of the airfare/rail and any applicable CTO fee.
- Ground transportation to/from the airport (on both ends of the travel).
- If your organization is funding a rental car, you must ensure that an LOA (from your organization) for the rental car has been added before requesting an AMSC LOA.
- Do not make your hotel reservation through DTS – AMSC has reserved a block of rooms with Ft. Belvoir Lodging.

SEND an e-mail to the Resource Management Office at leav-dcsrm-amsceast@conus.army.mil announcing that you have created your authorization and are waiting for the LOA to be entered into DTS. Ensure you allow adequate time for our RMO to add the LOA to your authorization. **DO NOT DIGITALLY SIGN YOUR AUTHORIZATION/ORDERS.**

The RMO will add the LOA to your authorization and return an e-mail notification back to you to advise you that the funding has been applied and you can complete processing of your travel authorization/orders.

Once notified, you will log into DTS and digitally **SIGN** your authorization/orders.
Your authorization will then be routed to your Approving Official and (if flying) your tickets can be issued.

*DOD policy in support of the Travel and Transportation Reform Act (TTRA) of 1998 states that **all federal employees (including civilian personnel) must use the government travel charge card for all expenses arising from government travel.***

If you do NOT have access to DTS or if you hold a "Local National" position: Send a message to ResourceManagementAMSC@conus.army.mil requesting guidance on Non-DTS user instructions. Please identify your class number and travel dates in your e-mail. You will be contacted with guidance that is specific to your situation.